

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Matej Bel University, Faculty of Arts
Address	Tajovského 40
Postal Code	974 00
City	Banská Bystrica
Country	Slovakia
Telephone	+ 421 48 446 7111
Fax	+ 421 48 413 6153
E-mail	ff.sekretariat@umb.sk
Website	http://www.ff.umb.sk/en/erasmus-students/
Size of enterprise [no. of employees]: small (≤ 50), medium (51-250), large (> 250)	Medium
Date of foundation	1 July 1992
Short Description of the Company	The Faculty of Arts is the largest amongst the six faculties of Matej Bel University in Banská Bystrica. Its history dates back to the 1950's. It trains flexible professionals, who successfully work in the areas of culture, mass media, education, state and public administration, social, cultural and physical training institutions, the private sector and European Institutions. Many of our graduates have become entrepreneurs, especially in the area of translation and interpreting.
Other	Research: the team of 150 academic staff members carries out graduate and post-graduate training as well as basic and applied interdisciplinary research in the areas of languages and literature, humanities and social sciences, and sports.

CONTACT PERSONAL DETAILS	
Name	PhD. Ingrid Balážová
Department / Function	Erasmus Administrator
Direct e-mail address	ingrid.balazova@umb.sk



PLACEMENT INFORMATION	
<p>Departments</p> <p>*The Trainee can choose one of our departments</p>	<ul style="list-style-type: none"> • Department of English and American Studies • Department of Ethics and Applied Ethics • Department of European Cultural Studies • Department of German Studies • Department of History • Department of Hungarian Studies • Department of Philosophy • Department of Physical Education and Sports • Department of Roman Studies • Department of Slavic Languages • Department of Slovak Language and Communication • Department of Slovak Literature and Literary Science • Department of Translation Studies • The Institute of Social and Cultural Studies • Erasmus Student Network (ESN UMB)
<p>Function</p>	<ul style="list-style-type: none"> • Lecturer/Instructor • Assistant/Organiser • Translator/Proofreader • Librarian/Editor/Researcher • Project Assistant • Tutor/Buddy
<p>Description of activities</p> <p>*The Trainee can choose two or more activities</p> <p>*selection of activities depends on the date and length of the stay</p> <p>*the subjects will be arranged in advance and included in the "Learning agreement for Traineeships"</p>	<ol style="list-style-type: none"> 1. Provision of the seminars on practical language exercises and on linguistic disciplines (morphology, syntax, lexicology, phraseology and stylistics), controlling the level of language of the students' works. Conditions and required skills are included in point 2. 2. In co-teaching, the pair (the teacher candidate and the cooperating teacher) is encouraged to co-plan and quickly incorporate the co-teaching strategies in their practice, providing more opportunities for the students to engage with in the classroom. The mentor teacher remains engaged, using the strategies to support the students learning and engagement. The co-teaching pair collaborates throughout the experience, with leadership skills in responsibility and decision-making, shifting over time to the teacher candidate. Ultimately, the teacher candidate assumes leadership in all aspects of the classroom, including directing the activities of the cooperating teacher



and working with the students, for a pre-determined amount of time. It is important that the teacher candidate does have opportunities to teach solo too, but the goal is to co-teach until the candidate has established classroom leadership skills and the students have interacted with both – the cooperating teacher and the teacher candidate.

Erasmus MA and PhD students can assist or co-teach within the enclosed Bachelor and MA subjects in the following ways :

- Presentations (PowerPoint)
 - Presenting authentic material
 - Co-teaching by requirements of the cooperating teachers
3. Participation in the training process (specializations: basketball, volleyball, athletics, football, biathlon, cross-country skiing, swimming, gymnastics, aerobics, fitness coach, karate, wrestling, judo, weightlifting, downhill skiing, hiking, bodybuilding and fitness), testing of students and diagnosis of motor skills.
 4. Cooperation in organizing potential cultural and scientific events for students (cultural nights, student scientific activities, translation or literary contests, sport events, etc.)
 5. Assistance in organizing conferences, symposia and workshops. Assistance in organizing visits of foreign and home teachers. Organizing of cultural events in collaboration with foreign institutions operating in Slovakia. Regular administrative work.
 6. Assistant editor: cooperation in editing of journals and almanacs. Technical translation. Formal editing of texts. Production and translation of abstracts. Preparation of materials for creating the records of articles in the international databases. Transcription of sound recordings, digitization of records, processing and digitization of materials for research.
 7. Assistant librarian: content revision of the library holdings. Online search in the electronic databases. Assistance in organizing the library holdings of the department library, in particular, Thesis. Help with the choice and extension of the department library holdings. Assistance in literature search, gathering of materials for different analyses.
 8. Proofreader: proofreading of foreign language texts for the translation and interpreting company of the Faculty of Arts at the UMB. The post can only be held by a native speaker of a given language (English, French, German, Hungarian,



	<p>Polish, Russian, Italian, Spanish language).</p> <p>9. Cooperation in the creation or implementation of domestic and international projects. Cooperation in securing the support in different phases of the lifespan of the projects. Cooperation in the research assignments of the department. Searching for the realized projects/potential partners in a particular professional area. Activities related to the processing of data from the projects register.</p> <p>10. Preparing “welcome kits” and “welcome weeks” at the universities, organizing and participating in the events: trips, parties, cultural and sport activities, working in the office providing useful information for foreign students, promotion of the association (ESN UMB)</p>
<p>Deadline for submissions</p> <p>* only official applications of the Erasmus+ programme are accepted</p>	<p>Winter Term: nominations up until 15 MAY, application closing date: 15 JULY</p> <p>Summer Term: nominations up until 30 SEPTEMBER 2015, application closing date 15 NOVEMBER</p>
<p>Duration</p> <p>* The required stay for the trainee who is giving lessons is the entire term period</p>	<p>Academic Calendar (Courses & Exam period):</p> <p>Winter Term: from 02. 09. (20..) to 31. 01. (20..)</p> <p>Summer Term: from 01. 02. (20..) to 24. 06. (20..)</p> <p>Duration of stay: from 02. 09. (20..) to 30. 06. (20..)</p> <p>Minimum of 2 months (60 days), a maximum of 10 months.</p>
<p>Working hours / Weekly working hours</p>	<p>25 – 30 hours per week (giving lessons accounts for 4 -8 hours per week)</p>
<p>City</p>	<p>Banská Bystrica</p>
<p>Help with finding accommodation</p>	<p>Yes. Students hall at Tajovského 40, Banská Bystrica</p>
<p>Financial contribution</p>	<p>No</p>
<p>Other</p>	<p>Insurance: arriving students have to be adequately insured. Insurance is to be arranged in their home country. It has to be valid abroad (in this case in the Slovak Republic):</p> <ul style="list-style-type: none"> – health insurance (the European Health Insurance Card) – medical expenses insurance – liability insurance – accident insurance

REQUIREMENTS

<p>Oral and written language skills</p>	<p>English: Required language level (CEFR): C1</p> <p>Others languages such as Slovak, Spanish, Italian, German, French, Polish, Russian, Hungarian; B2 level.</p>
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Field of study	<ul style="list-style-type: none"> ➤ Teaching study programmes – English, German, French, Russian, Slovak, Physical Educational and coaching, History, Philosophy; ➤ Non-teaching study programmes - European Cultural Studies, Applied Ethics, Applied Ethnology, History, Museology, Sports; ➤ Translation and interpreting – English, German, French, Italian, Spanish, Polish, Russian ➤ Doctoral degree study programmes - Translation and Interpreting, Systematic Philosophy, Applied Ethics, Slovak History, Hungarian Language and Literature, European Cultural Studies, General Linguistics, Sports Educology, Sports Humanistics. ➤ Research: <ul style="list-style-type: none"> • Language and literature: linguistics and communication, comparative linguistics, translation and interpreting, sociolinguistics and mediology, didactics, applied linguistics, literary history • Humanities and social sciences: sustainable urban development, consumer society and lifestyles, cultural heritage, gender issues, Slovak history, methodology and philosophy of sciences, applied ethics, cultural studies • Sports: sport kinanthropology, sport education, sport humanities
Computer skills	<p>MS Office: Word, Excel, PowerPoint, Outlook</p> <p>Facebook and website management</p> <p>Create: Forms, Templates, Databases, Presentations, Documents, Spreadsheets, Tables, Queries, Text Formatting</p>
Expected skills (intellectual and practical) and competencies:	<p>Communication and organizational skills (civic competences), teamwork (social and personal competences), expertise in a given area (teaching competence). Reliability and accuracy of the administrative work.</p>
Monitoring	<p>The proposed programme will include specific assignments that will be monitored at least once a month by the practical internship supervisor.</p>
Criteria evaluation plan	<p>Upon completion of the practical internship, the internship supervisor will make the final evaluation in the form of an evaluation report, based on the fulfilment of particular assignments.</p>
Other	<p>The practical internship is designed for the Master's and PhD degree students.</p>